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Myriad Creative, Inc  
6033 W Century Boulevard  
Suite 900  
Los Angeles, CA 90045  
USA

Dear Al Merschen

**INVITATION TO EXTEND**

**CONTRACT NO:** D13-0340  
**TITLE:** INTERNATIONAL REGIONS – PROVISION OF FULL  
TOURISM REPRESENTATION SERVICES FOR TOURISM  
NT IN THE AMERICAS  
**CURRENT PERIOD:** 01 JULY 2017 TO 31 DECEMBER 2017

The above contract was arranged by the Department of Tourism and Culture, and is due to expire on 30 June 2017. The contract was originally awarded for a period of 30 months with the option to extend for a further 5 x 6 month periods, with contract rates to be revised and varied in accordance with the contract.

The Department of Tourism and Culture would like to invite you to extend this contract for a further period of 6 months. If you wish to accept this offer to extend under the existing terms and conditions, please complete and return the following page by the 18th December 2017. If you wish to vary the contract rates, please include the revised rates for assessment. Please note that this extension is not finalised until a formal Notice of Amendment is issued.

Yours sincerely

A handwritten signature in black ink, appearing to read "Leanne Richardson".

Leanne Richardson  
Team Manager  
Procurement Services

15 December 2017

**Global Representation**  
Asia, Europe, Japan  
United Kingdom  
United States of America

ABN 17 435 764 236



**CONTRACT DETAILS**

CONTRACT NO: D13-0340  
TITLE: INTERNATIONAL REGIONS - PROVISION OF FULL  
TOURISM REPRESENTATION SERVICES FOR TOURISM  
NT IN THE AMERICAS  
CONTRACTOR: Myriad Creative, Inc

I/We accept the invitation to extend the above contract under the existing terms  
and conditions until 30 June 2018.

Name: Al Merschen Position/Title: President

Signed on behalf of Myriad Creative, Inc

Signature: [Signature] Date: 12/18/2017

Revised contract rates attached? YES / NO

Global Representation  
Asia, Europe, Japan  
United Kingdom  
United States of America

ABN 17 435 764 236



## **TRAVEL MISSION SERVICE AGREEMENT**

**Client:** Taiwan Tourism Bureau, Los Angeles Office  
**Attention:** Mr. Brad Shih  
**Date:** April 11, 2017

This agreement is to assist with the event planning of the upcoming TTB+HKTB joint Travel Mission. Activities of Myriad will include:

### **Event Planning:**

- Secure airlines for ticket sponsorship
- Distribution of invitation to agreed upon ethnic media list
- Handle RSVP for the ethnic media press conference

**Fee \$3,000** (discounted from \$4,000)

### **Production:**

- Design one event backdrop 8'X12' (TTB to provide design from previous year)
- Produce and ship one event backdrop (fabric); the cost includes shipping, not including the pipe and drape. Frame is to be provided by TTB+HKTB)
- Design Save the Date, Digital Invitation, and Name badges (repurpose previous design provided by HKTB)
- Produce up to 120 name badges.

**Fee \$1,400**

**Total Cost**

**\$4,400 USD**

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CLIENT AUTHORIZATION

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DATE

Myriad Marketing requires the 100% payments (plus applicable tax) due upon the completion of service. Interest on unpaid balance is charged at a rate of 1.5% monthly. Agreement is good for 30 days.



## **TRAVEL MISSION SERVICE AGREEMENT**

**Client:** Taiwan Tourism Bureau, San Francisco Office  
**Attention:** Ms. Linda Lin  
**Date:** April 25, 2017

This agreement is to assist with the event planning of the upcoming TTB+HKTB joint Travel Mission in **San Francisco on June 8** Activities of Myriad will include:

### **1. Event Planning:**

- Development and management of event planning timelines
- Propose three (3) venues for the event
- Coordination of pre-events site visits by representatives from the TTB or HKTB (if requested, additional travel-related fee will be assessed for Myriad staff to accompany the site visits)
- Coordinate food and beverage and AV contracts on behalf of TTB/HKTB (cost not included, to be paid directly by TTB and HKTB)
- Coordination of collateral materials and giveaway items for attendees (giveaway items to be provided by TTB/HKTB)
- Source and secure videographer + photographer (cost not included)
- Produce destination presentation

**Event Planning Fee: \$3,000**

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### **2. Event RSVP + On-Site Event Management**

#### **Travel Mission Event RSVP**

- Distribution of email invitation to guest list provided by TTB+HKTB
- Manage invitation and RSVP processes including call backs to ensure attendance is maximized
- Provide weekly updates regarding event status including RSVP
- Confirm with RSVP respondents one week prior to event
- Provide complete RSVP lists the day prior to the event (updated on site lists will be provide with up to the minute changes)
- Provide the list of attendees

**On-site Event Management:**

- Day of event management including registration, timelines, rehearsals, gift bag assembling and distribution, etc.
- Two Myriad staff (one being the Event Manager) on site days of the events, including associated travel costs

**Event RSVP + On-site Event Management: \$4,000**

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**3. Production:**

- Design one event backdrop 8'X12' (TTB to provide design from previous year)
- Produce and ship one event backdrop fabric or vinyl (production and shipping cost included, not including the pipe and drape. Frame is to be provided by TTB+HKTB)
- Design Save the Date, Digital Invitation, and Name badges (repurpose previous design provided by HKTB)
- Produce up to 120 name badges.

**Production Fee \$1,650**

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**Total Cost**

**\$8,650 USD**

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\_\_\_\_\_  
CLIENT AUTHORIZATION

\_\_\_\_\_  
DATE

Myriad Marketing requires the 100% payments (plus applicable tax) due upon the completion of service. Interest on unpaid balance is charged at a rate of 1.5% monthly. Agreement is good for 30 days.



## TRAVEL MISSION SERVICE AGREEMENT

**Client:** Taiwan Tourism Bureau, San Francisco Office  
**Attention:** Ms. Linda Lin  
**Date:** April 20, 2017

This agreement is to assist with the event planning of the upcoming TTB+HKTB joint Travel Mission in **Vancouver on June 1**. Activities of Myriad will include:

### **1. Event RSVP**

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#### **Travel Mission Event RSVP**

- Distribution of email invitation to guest list provided by TTB+HKTB
- Manage invitation and RSVP processes including call backs to ensure attendance is maximized
- Provide weekly updates regarding event status including RSVP
- Confirm with RSVP respondents one week prior to event
- Provide complete RSVP lists the day prior to the event (updated on site lists will be provide with up to the minute changes)
- Provide the list of attendees

#### **Press Conference RSVP**

- Distribution of email invitation to media list provided by TTB+HKTB
- Manage invitation and RSVP processes including call backs to ensure attendance is maximized
- Confirm with RSVP respondents one week prior to event
- Provide complete RSVP lists the day prior to the event (updated on site lists will be provide with up to the minute changes)
- Provide the list of attendees

#### **Other Services Provided**

- Produce up to 120 name badges.
- Produce destination presentation
- Source and recommend the MC host

**Event RSVP Fee: \$3,000**

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**2. On-Site Event Management**

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**On-site Event Management:**

- Day of event management including registration, timelines, rehearsals, gift bag assembling and distribution, etc.
- Two Myriad staff (including one Event Manager and one coordinator) on site days of the events, including associated travel costs

**On-site Event Management: \$3,000**

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**Total Cost**

**\$6,000 USD**

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CLIENT AUTHORIZATION

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DATE

Myriad Marketing requires the 100% payments (plus applicable tax) due upon the completion of service. Interest on unpaid balance is charged at a rate of 1.5% monthly. Agreement is good for 30 days.